

## **ST JOSEPHS' WINSFORD PARISH CENTRE BOOKING AGREEMENT**

St Joseph's Parish Centre is available for bookings for Events – such as Baptism Parties, Birthday Parties, Wedding Receptions, other Functions/Meetings.

The Parish Centre has two areas available. The upper "Lounge" area which can cater for up to approximately 60 people. The downstairs "Dance" area which can also cater for up to approximately 60 people. The hiring costs are £15 per hour.

In addition, there is a Licensed Bar adjacent to the Lounge area which can be booked. There is no additional cost for the bar. However, opening the bar is dependent on how many people are likely to use the facility. The parish representative will confirm if the numbers are sufficient to open the bar.

If catering is required, we can recommend Star bites. The hirer should contact Star bites directly.

If hirers wish to provide their own alcoholic drinks (rather than hiring the Bar) this is allowed as long as drinks are given to guests – but must not be sold.

However; if the bar is opened, no alcoholic drinks can be consumed on the premises other than those purchased over the bar. Failure to comply could result in the event being cancelled or terminated earlier.

A deposit of £50 is required with booking and this would be deducted from the total bill at the end of the event, subject to any costs of damage, breakages, cleaning, etc. If a cheque deposit is paid cheques should be made payable to St Joseph's Parish.

As the Parish Centre is part of the building complex of St Joseph's which includes the Church, hire times and times of access for setting up for a function must take into consideration the church services. These church services will take priority, and no access is allowed onto the premises during the related times.

On Saturdays no access will be possible between 4:15pm and 6:30pm. On Sundays access will be possible between 9am and 12:30pm.

The Parish will do its utmost to accommodate entry outside of these times to allow for preparation of the booking. Time will be allowed for cleaning too.

It will be the hirer's responsibility to tidy after the event. If the bar is open, the bar staff will place the rubbish in the commercial bin after the event. If the bar is not open for the event, the parish representative will agree on how and when the rubbish will be removed.

Signed ..... Date .....

(Name of Hirer).....

Deposit of £50 received Signed .....

(Name of Parish representative.....)